

TRIPURA GAZETTE

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PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA GA (PRINTING AND STATIONERY) DEPARTMENT

No. F. 1(12)-GA(P&S)-PTG/2021/6279-81

Dated, Agartala the 20 / 09 / 2021.

NOTIFICATION

In exercise of the powers conferred by proviso to the Article-309 of the Constitution and in supersession of the existing recruitment rules for the post of mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the post of Office Superintendent, in the Department of the GA(Printing and Stationery) Department.

1. Short title commencement:-

- (1) These rules may be called Office Superintendent of GA(Printing and Stationery) Department Recruitment Rules, year 2021.
- (2) They shall come into force on and from the date of their publication in the official Gazette.

2. The name of the posts shall be as specified in Column-1 of the Schedule enclosed.

3. Number, Classification and scale of pay:-

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in **Columns 2 to 4** of the Schedule enclosed at Annexure-I.

4. Method of recruitment, age limit, qualification, etc:-

The method of recruitment to the said posts, age limits, qualifications and other matters relating to the said post shall be as specified in **Columns 5 to 13** of the said Schedule.

5. Disqualification:-No person-

- (a) who has entered into or contracted a marriage with a person having spouse living:
or
- (b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the Personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax:-** Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing and in consultation with the TPSC and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.
7. **Repeal:-** The Recruitment Rules for the aforementioned post existing in this Department are hereby stand repealed with immediate effect and are replaced by this Recruitment Rules according to the Schedule at Annexure-I enclosed herewith.
8. **Savings:-** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Schedule Castes, Schedule Tribes, Ex. Servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.
9. This Notification is issued as per provisions of the G.O. No.03 dated 13-08-2020 file No.F.20(4)-GA(P&T)/19(Part-II) issued by the Government in the GA(P&T) Department and with the concurrence of the Finance Department under U.O. No.301/FIN(Estt-II)/21 dated 16-08-2021.

By order and in the name of the Governor,



Secretary

GA(Printing and Stationery) Department.

Annexure-I

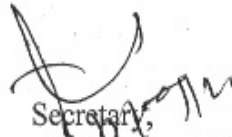
Recruitment Rules for the post of **Office Superintendent**, GA(Printing and Stationery) Department, Government of Tripura.

SCHEDULE

1.	Name of the post	Office Superintendent.		
2.	Number of posts	3(three) plus additional post as and when created		
3.	Classification	Group-B(Non-Gazetted)		
4.	Scale of pay	Pre-revised Scale of Pay	Corresponding revised Scale of Pay.	
		PB-3, Pay Band Scale Rs.10230-34800/- Grade Pay-Rs.4600/-	Cell-1 of Level-12 of Tripura State Pay Matrix, 2018(Tripura State Civil Services(Revised Pay)(First amendment) Rules,2018)	
		subject to revision by the Government from time to time.		
5.	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.	(i).100% By Promotion failing which by transfer on deputation failing both by Direct Recruitment. (ii)(a)For direct recruitment, selection will be through competitive examinations(written and viva voce) to be conducted by TPSC as per provision of the New Recruitment Policy vide No.F.20(1)-GA(P&T)/18 dated 05-06-2018. (b)Viva voce/Interview shall be not exceeding 15% of the Total Marks.		
©.Selection procedure:-				
	Sl.No	Written Exam	Marks	Duration
	1.	English	100	2(two) hours
	2.	General Knowledge & Current Affairs	60	One and half hour[90(ninety) minutes]
	3.	Job-oriented subject Accounts etc.	40	2(two) hours
	4.	Viva/Interview	20	As per TPSC norms.
(d).Syllabus:-Annexed with the Schedule of the RRs as Annexure-A.				

6.	Age limit for direct recruitment	18 to 40 years. Upper age limit is relaxable by 5 years in case of ST/SC/PwDs(PH)/Government servant candidates.
7.	Educational and other qualification required for direct recruitment.	(i).Graduate Degree of a recognized University with at least 15 years service experience in office work which should include 5(five) years in the grade of Head Clerk or equivalent post and successful completion of Accounts Training conducted by the State Government. (Experience certificate from the concerned department shall be required to be produced). <u>Desirable Qualification.</u> (i).Knowledge of Bengali or Kokborok. The knowledge of Bengali or Kokborok will be assessed in the Interview/viva-voce and some marks for interview/viva-voce shall be given for having such knowledge or may determine the desirable knowledge as qualifying in nature in the written test.
8.	Whether are and educational qualifications prescribed for direct recruitment will apply in case of promotion.	Age-No. Qualification:-No.
9.	Whether Selection post or Non-Selection post.	For Direct recruitment:-Selection(As per Item No.5(ii) above) For Promotion:-Non-selection.
10.	Period of probation, if any.	2(two) years.
11.	In case of recruitment by promotion/transfer on deputation, grades from which promotion/transfer on deputation is to be made.	Promotion from the grades of Head Clerk/Accountant who have completed at least 5(five) years service in the grade and passed the Tripura Accounts Training conducted by the State Government. (ii).Transfer on deputation from analogous post failing which by deputation from suitable official holding the post of Head Clerk grade post under the State Government with 5(five) years regular service in the respective grade with Accounts Training passed. <u>NOTE</u> Departmental candidates who have completed 5(five) years regular services or more in the Head Clerk grade post and have attained the age of 55 years may be exempted from the passing the Accounts Training.

12.	If a DPC exists, what is its composition	Group-B(Non-Gazetted), DPC
13.	Circumstances in which TPSC is to be consulted while making recruitment	As required under the Tripura Public Service Commission(exemption from consultation) Regulations,1973.
14.	Repeal	Existing Recruitment Rules for the post of Office Superintendent vide Notification No.F.1(16)-PTG/86/P-I/3942 dated 30 th June,1989 are hereby repealed.



Secretary,
GA(Printing and Stationery) Department,
Government of Tripura.

Annexure-A

-: SYLLABUS OF WRITTEN EXAMINATIONS :-

(For direct recruitment to the Office Superintendent Grade Posts through TPSC)

-: THE WRITTEN EXAMINATION WILL BE HELD AS FOLLOWS:-

Subjects	Syllabus	Full Marks	Time
English	Report Writing or Essay, Translation into English from Bengali, Summary/Précis Writing (Descriptive Type/Conventional Exam.)	40	2(two) hours
	Use of appropriate preposition and Articles, Correction of sentences, Common Phrases, synonyms & Antonyms. (OMR based MCQ Type)	60	
General Knowledge & Current Affairs.	(i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (ii) Elementary knowledge of Indian History and Indian Geography. (OMR based MCQ Type)	60	1.5 (one and half) hour [90(ninety) minutes]
Job-oriented	Descriptive and objective questions Manual of Office Procedure, TCS Conduct Rules, Pension & Leave Rules, GPF Rules, Basic Feature of Constitution of India.(Assembly & Parliament).	40	2(two) hours.

Note:- Negative Marking on MCQ question (for wrong answer) will remain as per TPSC norms and amended from time to time.

Secretary,

GA(Printing and Stationery)Department